

# City of Roswell, NM

P.O. Box 1838  
Roswell, New Mexico USA 88202-1838  
(575) 624-6700, Ext. 268  
Fax: (575) 624-6927

## NOTICE OF RESIGNATION

City of Roswell

Name: \_\_\_\_\_ Empl. #:

SSN: --

I hereby tender this notice of resignation from the employment of the City of Roswell. My last working day will be \_\_\_\_\_, \_\_\_\_\_. I agree that this is submitted voluntarily as a free and uncoerced act by myself and further agree that I have no right to withdraw this resignation once it has been delivered to my supervisor or other agent of the City of Roswell.

I understand that I must return the **Personnel Rules and Regulations** and the **Loss Prevention Program** manuals to the Human Resources Office prior to my last working day, if applicable. Failure to do so will result in a cost of \$5.00 per manual (non-refundable) being deducted from my last pay check.

### Signature

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature

### Accepted:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date